



10th Annual State of Delaware Hazardous Materials Training Workshop

Planning Committee Meeting #5

Mill Creek Fire Company, Station 21

Tuesday, January 10th, 2017

2:30 PM -4:30

Meeting Minutes

Voting Members Present: (11)

- | | |
|-----------------------------|--------------------------------------|
| 1. Jamie Bethard - DNREC | 7. Bill Kelly – Sunoco Logistics |
| 2. Ken Cenci - DNREC | 8. Rebecca Keyser - DNREC |
| 3. Sarah Davis – DEMA Proxy | 9. Joe Leonetti –St Francis Hospital |
| 4. Ron Dietrick – PBF | 10. Jake Morente - LEPC NCC |
| 5. Mark Dolan – DNREC | 11. Beth Neumane – Rogers Corp. |
| 6. Dave Irwin – LEPC NCC | |

A quorum (11) was present

Non-voting Members Present: (2)

1. Tara Chambers – DNREC
2. Miranda Mal

1. **Meeting Called to Order** at 2:43 PM by Chairman Irwin.
2. **Agenda Approval.** The Chairman asked for any changes or additions to the agenda. None were offered. Motion to Accept the Agenda, Beth Neumane, 2nd by Becky Keyser. Unanimous approval, motion passed.
3. **Minutes Approval** from Meeting #4 – November 29th 2016. Minutes were distributed electronically to committee members. Chairman Irwin asked if everyone received them and for any changes or corrections. None were offered. Motion by Ken Cenci, 2nd by Beth Neumane. Approved as submitted. Unanimous approval, motion passed.

4. **Sponsor Update.** Mark Dolan reported that sponsor requests were sent out by the President of Mill Fire Company the week after Christmas. There was discussion from several committee members asking to have the sponsor letter request sent directly to them. Mark discussed the four sponsor banners;

- Dinner Sponsor (large)
- Titanium and Platinum level (large)
- Gold, Silver and Bronze (medium)
- Breakfast and lunch Sponsor (medium)

5. **Update potential sponsors for dinner (4/7), Breakfast and lunch for Saturday (4/8).**

- a. Friday (4/7) Dinner - Miller Environmental has committed
- b. Saturday (4/8) breakfast and lunch remain available - NCC OEM (lunch) and City of Wilmington OEM (breakfast) are considering.

6. **Draft 2017 Program Status and Instructor Update.**

Friday 4/7/17 – Course schedule updated by interest and instructor availability.

Session A	Session B	Session C	Session D	Session E
Hospital DECON & Ebola Joe Leonetti	Title TBA (Hazmat by) Dr. Carrie Poore	Advanced Air Monitoring Frank Docimo	Introduction to CBRNE Miranda Mal	Anhydrous Ammonia Dave Binder
Session F	Session G	Session H	Session I	Session J
Hospital DECON & Ebola Joe Leonetti	Title TBA (Hazmat by) Dr. Carrie Poore	Advanced Air Monitoring Frank Docimo	Introduction to CBRNE Miranda Mal	Anhydrous Ammonia Dave Binder

Saturday 4/8/17 – Course schedule updated by interest and instructor availability.

Session 1	Session 2	Session 3	Session 4	Session 5	Session 6
Title TBA (DSP and FBI) Chris Ennis Tim Kerstetter	Ethanol Safety Seminar BioFuels/ TransCAER	Title TBA (Hazmat by) Dr. Carrie Poore	Meters by Frank Docimo	Introduction to CBRNE Miranda Mal	Title TBA (In Suit Emergencies) D.S.F.S.
Session 7	Session 8	Session 9	Session 10	Session 11	Session 12
Title TBA (DSP and FBI) Chris Ennis Tim Kerstetter	Ethanol Safety Seminar BioFuels/ TransCAER	Title TBA (Hazmat by) Dr. Carrie Poore	Meters by Frank Docimo	Introduction to CBRNE Miranda Mal	Title TBA (Make own Training Props) D.S.F.S.

7. **Attendee Registration and ID Packet Configuration.** Save the Date emails were sent out in late December. Tara Chambers has already received several phone calls regarding registration materials. **Action:** Becky Keyser has the files and will update the three registration forms; Attendee, Instructor and Sponsor.
8. **Registration Launch Date.** The committee is planning on by the end of January. The only hold –up is waiting for workshop instructors to verify their bio and course information. Chairman Irwin has previously sent emails asking instructors to please verify their information. **Action:** Towards the end of January, Chairman Irwin will send instructors a final version asking them to verify once again.
9. **Continue Workshop Promotional Items discussion.**
 - a. Challenge coins: Mark Dolan reported that the coins were purchased by the Mill Creek Fire Co and Jerry Brennan informed Mark that the coins have been received at the Fire School in Dover.
 - b. Stainless steel insulated tumbler with workshop logo: Becky Keyser's project. Dark green was the committee's choice. Motion by Beth Neumane, 2nd by Jacob Morente for dark green color. Unanimous approval, motion passed. **Action:** Mark Dolan will ask Mill Fire Co. to send a \$2,500 deposit to the vendor during the week of January 16th to secure this contract for production and delivery to DSFS by April 3rd. Becky will obtain an updated quote with green color spec from the vendor.
 - c. Backpack with workshop logo: Beth Neumane brought two samples and past around to committee members. Color choice with embroidered logo was discussed. Further discussed offered several additional vendors to obtain price quotes. A higher quality backpack than the samples provided was discussed. **Action:** Beth will continue with this project and obtain additional quotes.
 - d. Workshop embroidered shirts: Originally purchased in past for workshop instructors and registration desk representatives, these shirts will now be supplied to the workshop planning committee and volunteers working this year's training workshop. This year's polo shirts will be royal blue with the embroidered Delaware Hazmat Training workshop logo. **Action:** Mark Dolan needs committee and volunteer sizes and instructor sizes (from registration form) also noting men and women size shirts.
10. **Any other business.** None offered.
11. **Next meeting date.** Thursday, February 2nd, 2017 2:30-4:30 at the Mill Creek Fire Company, Station 21
12. **Adjournment** at 3:55 P.M. Motion to adjourn by Mark Dolan, 2nd by Jake Morente. Unanimous approval. Motion Passed.



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No.	NAME	SIGNATURE
Voting Members (minimum of 9 required):		
1.	Dave Anderson	
2.	Jamie Bethard	
3.	Jerry Brennan	
4.	Ken Cenci	
5.	Sarah Davis (Proxy for A. Dalton)	
6.	Ron Dietrick	
7.	Mark Dolan	
8.	George Giles	
9.	Glenn Gillespie (Vice-chair)	
10.	David Irwin (Chair)	
11.	Bill Kelly	
12.	Rebecca Keyser	
13.	Joe Leonetti	
14.	Jake Morente	
15.	Beth Neumane	
16.	Charles Stevenson	
Non-voting Members:		
1.	Dale Annis	
2.	Dave Carpenter	
3.	Joe Cochran Jr.	
4.	Marc Evans	
5.	Krissy Kreutzer	
6.	Miranda Mal	
7.	David Mick	
8.	Ellen Malenfant	
9.	Sam Palermo	



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No.	NAME	SIGNATURE
Other Attendees		
1.	Tara Chambers	Tara Chambers
2.		
3.		
4.		
5.		